



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

LOGBASO 12451.1

L02

12 Dec 00

LOGISTICS BASES ORDER 12451.1

From: Commander
To: Distribution List

Subj: CIVILIAN AWARDS PROGRAM

Ref: (a) DoD 1400.25-M
(b) SECNAVINST 12451.3
(c) MCO 12451.2C
(d) MARCORMATCOMO 1650.1
(e) MCO 12430.2

Encl: (1) Operation of Civilian Awards Program
(2) Time-Off Awards

1. Purpose. To establish objectives and define responsibilities and procedures for the administration of civilian awards within MARCORLOGBASES, as directed in references (a) and (b).

2. Cancellation. COMMARCORLOGBASES Policy Statement 11-98, Monetary Awards Program.

3. Objectives

a. Awards inspire our workforce to increase productivity and excel by making significant contributions toward meeting the mission of our Command. The Civilian Awards Program is intended to recognize superior individual and group efforts that improve the efficiency, effectiveness and economy of this Command and its mission and to link recognition to strategic plans, goals, and results.

b. The Civilian Awards Program will be administered on a fair and equitable basis. Awards should recognize and reward employees in a timely manner for their contributions toward improved productivity and mission accomplishment. Awards may be used as tools to acknowledge and motivate employees by recognizing and rewarding significant individual, team or organizational achievements or contributions.

c. Awards will be tied to an accomplishment and given as soon after the action or achievement as possible. We will move away from giving awards at the end of performance evaluation cycles, but toward the true spirit of recognition which is to acknowledge and reward excellence as it occurs. Quality step increases and monetary awards may be continued on a limited scope in conjunction with the annual performance evaluation cycle.

d. Enclosure (1) gives detailed instructions as to program operations.

4. Definitions

a. Monetary Award. An award in which the recognition device is a cash payment. This type award does not increase the employee's rate of basic pay.

b. Non-monetary Award. An award in which the recognition device is not by cash payment or time off but rather an award of honorific value, e.g., a letter, certificate, medal, plaque or item of nominal value. These include competitive and prestigious (honorary) awards as described in reference (c). Reference (c) contains criteria for awards and format for submissions. Recommendations for additional honorary awards available from organizations outside DON are requested by HQMC via local Human Resources Offices as appropriate. In addition, reference (d) provides another example of non-monetary awards within the MATCOM.

c. On-the-Spot Award. This is a type of special act award for a one-time achievement to provide immediate reinforcement for exceptional performance beyond the normal bounds of the employee or team's job and which benefits the local workplace. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-Spot Awards range from \$25 and \$750.

d. Performance Awards. Cash awards that are based solely on employees' performance on a regular or continuing basis significantly above that expected at the "Acceptable" level. Note that employees should be recognized when performance surpasses the normal standards for "Acceptable" at any time during the reporting period and not just at the conclusion of the reporting period. Reference (e) applies.

e. Service Award. An award granted automatically upon attainment of specific lengths of employment, specific types of service, accrual of sick leave and retirement.

f. Special Act Award. This is a one-time cash award given to an employee or group of employees in recognition of a special act, service or achievement of a non-recurring nature connected with or related to official employment. Use scales in reference (a) for determining the appropriate monetary value for award.

g. Time-Off Award. The Federal Employees Pay Comparability Act of 1990, Public Law 101-509, provides Federal agencies authority to grant time off from duty, without loss of pay or charge to leave, as an incentive award. Time-off awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements of employees with other than monetary or non-monetary awards. Enclosure (2) provides additional guidelines on processing time-off awards.

5. Responsibilities

a. Commanding Officers, MCLB's Albany and Barstow, and the Blount Island Command; Maintenance Center Commanders; the Director, Life Cycle Management Center; Directorate/Department Directors and equivalent will:

(1) Ensure supervisors, managers and team leaders are aware of the importance of the reward system as a means of distinguishing excellent contributions.

(2) Encourage supervisors, managers and team leaders to nominate for awards employees who have shown an excellent standard of work or superior performance at any time, not just at the conclusion of the civilian performance reporting period. Awards should be given to employees as close as practical after the exceptional work performed.

(3) Be responsible for funding all cash awards within their respective organizations. Monitor the execution of monetary awards program funds.

(4) Follow guidelines contained in enclosures (1) and (2).

(5) Maintain official records of all awards documenting monetary and non-monetary awards processed within their respective organizations.

b. The Director, Consolidated Administration Center (A500) is appointed the MARCORLOGBASES Civilian Awards Program Administrator. Duties include:

(1) Monitoring civilian awards program and ensuring command directives are maintained in a current and accurate fashion.

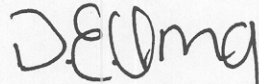
(2) Reviewing for regulatory compliance all awards (monetary and non-monetary) requiring approval by the Commander and higher authority.

(3) Ensuring all necessary forms and recognition items are made available to organization heads.

(4) Advising supervisors, managers and team leaders on matters arising under the incentive awards program.

(5) Conducting quarterly reviews of the awards program to determine effectiveness and that objectives of this Order are being met.

6. Applicability. This directive is applicable throughout MARCORLOGBASES.


D. E. LONG
Chief of Staff

DISTRIBUTION: A

Copy to: MCLB Barstow

OPERATION OF CIVILIAN AWARDS PROGRAM

1. Eligibility. All civilian employees or groups of employees paid through appropriated funds. This includes full-time and part-time employees.

2. Authority to Pay Monetary Awards

a. Per reference (b), the Commander is authorized to approve cash awards up to and including \$5,000 based on tangible or intangible benefits. Recommendations involving cash awards in excess of \$5,000 will be submitted from the Commander to the CMC (MPO).

b. Commanding Officers, MCLB's Albany and Barstow, and the Blount Island Command; and Maintenance Center Commanders and equivalent are hereby delegated the authority to approve payment of cash awards up to and including \$3,500. Recommendations involving cash awards in excess of \$3,500 will be forwarded to the Commander, via COMMARCORLOGBASES Incentive Awards Administrator (A500), for further processing and approval.

c. The Director, Life Cycle Management Center; Directorate/Department Directors and equivalent are hereby delegated the authority to approve payment of cash awards up to and including \$2,500. Recommendations involving cash awards in excess of \$2,500 will be forwarded to the Commander, via COMMARCORLOGBASES Incentive Awards Administrator (A500), for further processing and approval.

3. Authority to Approve Non-monetary Awards. Commanding Officers, Center Commanders/Director, Directorate and Department Directors and equivalents are hereby delegated the following authority. The Chief of Staff will approve awards for other staff offices and organizations.

a. Approve non-monetary awards recognizing civilian employee achievements or contributions beyond normal job requirements. These awards include certificates of appreciation and similar individual or group awards. Note that certificates of commendation and higher require the approval of the Commander.

Enclosure (1)

LOGBASO 12451.1
12 Dec 00

b. Approve service awards which recognize the following groups of employees:

(1) Employees when they have completed 10 or 20 years of Marine Corps service or 10, 20 or 30 years of total federal service. Employees completing more than 30 years of Marine Corps or federal service will be recognized by the Commander.

(2) Employees retiring with 30 or less years of Marine Corps or federal service. Employees retiring with more than 30 years of service will be recognized by the Commander.

(3) Employees who have accrued 500, 1000, 1500, 2000, 2500 or 3000 hours of sick leave.

c. Approve time-off awards for civilian employees within their respective activities in excess of one workday.

d. Each organization is responsible for appropriate publicity, i.e., publication in the Command newspaper.

4. Funding. Monetary awards will be financed from each organization's operating fund. During the first quarter of each fiscal year, a planning estimate letter will be issued by the respective comptroller to each organization which will include the amount of award dollars available to the organization for that fiscal year.

5. Procedures

a. Recommendations for awards requiring the approval of the Commander will be processed from the originator through the appropriate chain of command. These awards will be reviewed by the Incentive Awards Program Administrator (A500) prior to submission to the Commander for approval.

b. Upon notification of award approval, managers will submit a Request for Personnel Action (RPA) showing the appropriate award in Block 1, Action Requested.

Enclosure (1)

TIME-OFF AWARDS

1. Authority to Approve

a. Supervisors may grant time-off awards of one workday or less without further review and approval. This authority is limited to one award per year for each employee supervised.

b. Each nomination for time-off award in excess of one workday must be reviewed and approved by an official at an organizational level higher than the individual making the initial award nomination.

2. Eligibility Criteria. A time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort which has contributed to the quality, efficiency, or economy of Government operations. This award may not be used for group dismissals, for the purpose of granting all or part of a day as a holiday, or to extend a legally designated holiday. The following are examples of achievements which may be considered for a time-off award:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Using initiative and creativity in making improvements in a product, activity, program, or service.

d. Ensuring that the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

f. Successfully participating in a quality or process improvement team.

Enclosure (2)

12 Dec 00

3. Limitations on Time-Off Awards

a. The total amount of time off which may be granted to an employee during one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. Time-off awards will be approved in accordance with the criteria outlined in the Time-Off Awards Scale, Attachment A. The maximum amount of time off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. The use of a time-off award is subject to scheduling and supervisory approval. Time off granted as an award must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time must be forfeited without further compensation to the employee. Time-off awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation. Should an employee become physically incapacitated during a period of time off granted as an award, sick leave may be granted for the period of incapacitation.

d. A time-off award does not convert to cash under any circumstances.

e. A time-off award cannot be transferred when an employee transfers to another DoD component or outside DoD. To avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer. The time-off award may be transferred within the Department of the Navy.

4. Documentation and Recordkeeping

a. All time-off awards must be supported by appropriate written justification which shall include a description of the reason for granting the award. To document nominations and approvals, use of the Time-Off Award form, NAVMC HQ 859 (8-93), is authorized. This form is available in the electronic forms system. Retain completed forms within the requesting organization.

LOGBASO 12451.1
12 Dec 00

b. Upon notification of approval, requests for Personnel Action (RPA) will be prepared. The servicing Human Resources Office shall process the RPA for each award granted.

c. Usage of the time-off award shall be reported through time and attendance reporting procedures and separately identified from other types of leave. Timekeepers will record the usage as administrative leave on time cards and in remarks section write "Time-Off Award." Employees will be notified of earnings, usages, forfeitures, and available balances via the leave and earnings statement.

ATTACHMENT A

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization (Number of Hours)

Moderate (1 to 10)

(1) A contribution to a product, activity, program, or service to the public which is of sufficient value to permit formal recognition

(2) Beneficial change or modification of operating principles or procedures

Substantial (11 to 20)

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High (21 to 30)

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating procedures or procedures, with considerable impact.

Exceptional (31 to 40)

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedures, with significant impact.